

**BY ORDER OF THE COMMANDER
341ST SPACE WING**



AIR FORCE INSTRUCTION 33-322

341ST SPACE WING

Supplement 1

21 APRIL 2004

Information Management

**AIR FORCE RECORDS MANAGEMENT
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This publication supplements AFI 33-322, 7 October 2003, and applies to all 341st Space Wing and subordinate units assigned or attached to Malmstrom AFB. Maintain and dispose of records created as a result of prescribed processes in accordance with the *Records Disposition Schedule available on Web Rims*.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision adds the requirement to maintain a copy of the FARM SAV schedule (para **7.4.1. (Added)**).

6.1.4. The RM will perform a periodic review of document imaging systems during the same 24-month schedule as the SAVs.

6.1.11.1. (Added) Records Manager (RM) will establish, maintain, and publish a staff assistance visit (SAV) schedule to ensure each Functional Area Records Manager (FARM) is visited at least once every 24 months. The RM will review the FARM records and perform SAVs on offices of record as deemed necessary.

6.2.1.1. (Added) Requests assistance from offices utilizing staging area to salvage and recycle all paper, boxes, and folders.

7. Functional Area Records Managers (FARM). Unit Commanders appoint FARMS, using 341SW IMT 30, **Records Management Actions Notice**, in two copies (original to the RM and a copy for FARM workbook). At the commander's discretion, more than one FARM may be appointed at each functional area.

7.2.1. (Added) The FARM reviews and inventories records for correctness prior to transfer to the staging area and signs the SF 135 to verify this review before submission to the RM (Staging Area).

7.3.1. (Added) The FARM maintains copies of file plans for each of his or her offices of record.

7.4.1. (Added) The FARMS will establish their own schedule, ensuring SAVs are performed on a minimum 24-month basis. Maintains a copy of the current SAV schedule in the FARM Workbook. Sends copy of the report to the RM for review.

7.6.1. (Added) FARMS post training to their copy of 341SW IMT 30 after the technician completes training. Also annotates the training date in Web RIMS Administrative Area.

8.8. Chief of Office of Record (COR) appoints records technician using 341SW IMT 30, in triplicate (original to RM, one copy to the FARM, and keep one copy for file). CORs will post training to their copy after the technician completes training. Also post training to their AF Form 623, **On-The-Job Training Record**, for military personnel and AF Form 971, **Supervisor's Employee Brief**, for civilian personnel.

12.3.1. Forms Adopted and Prescribed. This supplement prescribes 341SW IMT 30, **Records Management Action Notice**. AF Form 623, **On-The-Job Training Record**, and AF Form 971, **Supervisor's Employee Brief**, are adopted.

Attachment 2 (Added)

341SW IMT 30, RECORDS MANAGEMENT ACTIONS NOTICE COMPLETION INSTRUCTIONS

RECORDS MANAGEMENT ACTIONS NOTICE			
TO 1.	THRU (FARM) 2.	FROM 3.	
INSTRUCTIONS: USE THIS FORM TO REPORT OFFICE OF RECORD ACTIONS. APPOINT RECORDS CUSTODIAN (RC)/TRAINING, ETC. COMPLETE ALL ITEMS. FORWARD ORIGINAL (PLUS 1 THRU FARM) TO THE RECORDS MANAGER. REPORT CHANGES WITHIN 10 DAYS OF OCCURRENCE.			
I. ACTIONS AFFECTED BY THIS NOTICE (Check each item affected)			
<input type="checkbox"/> ESTABLISH OFFICE OF RECORD <input type="checkbox"/> DELETE OFFICE OF RECORD <input type="checkbox"/> APPOINT FARM		<input type="checkbox"/> APPOINT RECORDS CUSTODIAN (RC) <input type="checkbox"/> REQUEST TRAINING <input type="checkbox"/> OTHER (Specify) _____	
II. OFFICE OF RECORD INFORMATION			
FUNCTIONAL ADDRESS SYMBOL	OFFICE TITLE	DUTY PHONE	BLDG/ROOM
REMARKS (Explain establishment/reorganization/deletion, etc. Continue on reverse if necessary.)			
III. RECORDS CUSTODIAN (RC)/FARM DESIGNATION		IV. TRAINING INFORMATION	
NAME (Last, First, MI)	GRADE	RECORDS MANAGEMENT TRAINING COMPLETED (Base, MO/DAY/YR) (No training, leave blank.)	
DATE (YYYYMMDD)	NAME/GRADE/TITLE OF CHIEF OF OFFICE AND/OR FUNCTIONAL AREA CHIEF	SIGNATURE	

341SW FORM 30,

NOTES:

1. Base Records Manager (office symbol)
2. FARM (initials)
3. Office of origination

Block I Self explanatory

Block II Self explanatory

Block III Self explanatory

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